**NORTH WEST OF ENGLAND AND ISLE OF MAN RESERVE FORCES’ AND CADETS ASSOCIATION**

**JOB DESCRIPTION**

Job Title: Administrative Officer (HQNW)

Grade: E1

Department: Greater Manchester Army Cadet Force

Line Manager: Cadet Executive Officer (CEO)

Countersigning Officer: Deputy Chief Executive NW RFCA

**General Description:**

Clerical support for the administration of Greater Manchester Army Cadet Force.

**Specific responsibilities/duties:**

1. Be responsible for the organisation and documentation of Annual Detachment Inspections in conjunction with HQ NW. Coordinate documentation and organise Establishment Security Self-Assessment (ESSA) inspections –
2. Produce Health & Safety documentation in support of the Cadet Executive Officer/Cadet Quartermaster including minutes.
3. Book training courses for Cadet Force Adult Volunteers (CFAVs) and cadets as required. Uploading adult qualifications via Westminster, eg responsible for information, Weapon Handling Tests, Red Book, Adventurous Training qualifications and monitoring Governance Protocols. Produce certificates and badges for cadet qualification passes, eg Duke of Edinburgh Award passes and badged Army Proficiency Certificate qualifications, Shooting, 1 Star, 2 Star etc.
4. Process train ticket requests with HQ NW and Defence Travel.
5. Prepare and distribute weekly routine orders.
6. Process the paperwork for the appointment of the Lord Lieutenant’s Cadets.
7. Produce County Governance reports as required by the CEO.
8. Collate all Cadet & CFAV questionnaires and produce information pivot tables as required using.
9. Maintain and order the County library of publications and amend when necessary.
10. Order cadet badges; APC, Shooting, DofE, First Aid etc.
11. Prepare paperwork for the opening and closing of detachments.
12. Manage IT assets and maintain the Special Stores Register (SSR). Promote awareness of data protection and IT security procedures. Liaise with authorised PC support Company as required. Liaise with NW RFCA IT manager as required.
13. Scan and Input all cadet enrollment forms, and process and store information relating to cadets who are in receipt of free school meals (FSM) and special educational needs (SEN). Prepare quarterly statement for Commandant and CEO.
14. Reply to all potential new Adult Volunteer Enquiries, send invitation letters and maintain a list of potential new adults. Send letter number 2 one month before Recruiting Days.
15. Reply to all potential cadet enquiries and direct them to their local cadet detachment.
16. Admin support to CQM on all inspections.
17. Be responsible for the management of all office equipment used and on issue to the County.
18. Prepare Annual Camp and Easter Camp brochures as directed by CEO/CQM. Assist with the admin for Easter Camp and Annual Camp.
19. Maintain files and day to day filing.
20. Take minutes at all meetings including weekly staff meeting, as required by the CEO/CQM.
21. Lead on the administration for all overseas visits when required.
22. Lead on administration for the Carol Service, and the Ramsbottom Parade.
23. Maintain the ‘Friends List’ and the County Christmas card List.
24. Order as required and collect any engraving, eg cups, medals, shields etc.
25. Prepare outgoing mail daily. Take the mail to the local Post Office at noon each day. A Pool vehicle is available as required.
26. Any other reasonable task/duty in line with E1 grade as directed by the CEO or CQM.

**Other Features:**

27. Should be discussed/read with the line manager at the time of receiving the Annual Personal Development Report (PDR).

28. May be reviewed should administrative circumstances change during the period of your appointment or on change of the incumbent. Any additional duties will be within the capability of an E1 grade.

Signed Employee: Dated:

Admin Officer

Grade E1

HQ NW (Gtr Man ACF)

Signed Line Manager: Dated:

Maj T Cornmell

Grade C2

Cadet Executive Officer

JD updated 15 July 2017.